
PAYMENT SERVICES USER MANUAL

ENTERING FISCAL CODES AND DISTRIBUTING COSTS

INTRODUCTION

After an invoice has been authorized, it is ready for fiscal coding and cost distribution. The **Distribute** screen allows you to enter the fiscal codes for the invoice and, if needed, to distribute the invoice across Indexes, PCAs, Encumbrances, and related Funds, etc.

Distribution amounts and fiscal codes can be entered by manually entering the amounts and fiscal codes. Entering the Transaction Code (TC) will automatically highlight fiscal codes required by the TC. Several Fiscal codes can be 'looked up' and when used will automatically populate other related fiscal codes.

You can also create and use a template with fiscal codes already entered and distributed by dollar amount or by percentages of the total invoice amount.

If you are importing a Purchase Order from the Purchasing applications, [click here for instructions](#).

UNDERSTANDING THE DISTRIBUTE SCREEN

There are several sections of the **Distribute** screen:

- Invoice details that display the vendor information, payment date, amounts, etc. An Invoice Look Up is also part of this section. See the [Invoice Look Up section](#) below for more information.
- A fiscal coding/cost distribution "grid" in which you enter fiscal codes and add rows to distribute costs to different funding sources.
- Buttons to save, delete, or open a new invoice, and to complete the distribution.

To navigate through the distribution grid, place the mouse cursor in a data field and press TAB to move through the fields, or use your mouse to click in any field. Use the scroll bar beneath the grid to scroll more data fields on screen.

Figure 1 – Invoice details and the fiscal coding/distribution grid

TO ENTER FISCAL CODES

The invoice costs can be distributed and the fiscal codes entered on the **Distribute** screen. You can open the **Distribute** screen in different ways.

1. Depending on your agency's process, do one of the following to open the **Distribute** screen:
 - a. After saving and authorizing the invoice on the **Invoice** screen, click the **Distribute** tab. (See the **Distribute** tab in the example above.)
 - b. Open the **Invoice** screen, use the **Invoice Look Up** to find and open the invoice, and click the **Distribute** tab. (See the Invoice document for details.)
 - c. Locate the invoice on the **Status** screen. The status of the invoice should read "Awaiting Cost Distribution" or "Cost Distribution in Progress". (You can search for invoices or sort the invoice list - see the Status screen documentation for details). Click **Edit**.
2. The **Distribute** screen opens with the invoice details and a distribution grid in which the fiscal codes are entered and costs are distributed.

NOTE: Instead of entering fiscal codes/cost distribution manually, you can use a template that has been set up by your agency. See the [Using a Template document](#). If you are importing a Purchase Order from the Purchasing applications, [click here for instructions](#).

3. In the distribution grid, enter a transaction code in the **TC** field on the first row and press TAB or click into another field and the transaction code will be validated. (TC is a required field.) When the TC is validated, other fiscal code fields required by the TC will be highlighted in pink. If the TC requires an Encumbrance number, it must be entered in the **Ref Doc** field.

NOTE: You can still save your work on the fiscal coding/cost distribution without having to enter anything in the required fields. However, these fields must be completed at the time the distribution is marked as complete (step 6).

Figure 2 - Highlighted fields

The screenshot shows a software interface for entering distribution data. At the top, there are buttons: "Add Row", "Clear All Distribution", and "Undo Updates". Below these is a "Template" dropdown and a "Template Amt 0.00" field with an "Apply" button. A note says "* Press F3 for Lookup". The main part of the interface is a table with columns: TC, R, Ref Doc, Sfx, BFY, Amt, Mod, Invoice Description, PCA, Index, DI, Grant, Ph, Project, Ph, BU, and Fund. The first two rows of data are highlighted in pink. The first row has TC=103, BFY=2008, Amt=45.00. The second row has TC=103, BFY=2008, Amt=35.00. Below the table, there is a checkbox for "Perform STARS Lookup" which is checked. There are buttons for "Distribute Cost Complete", "Costs Distributed by", "Send Email Notification", "Save & Continue", "Save & Clear", "New Invoice", and "Delete Invoice".

4. Continue entering fiscal codes on the grid.

NOTE: If you are entering several rows of distribution, click **Save & Continue** often. If you enter several rows, but do not save your work and the application displays a warning (e.g., you do not enter a Transaction Code and click on another tab) or if you log off, it is likely that none of your work will be saved. If you see a warning message that tells you there are unsaved disbursement updates, click **Cancel** and be sure any required fiscal codes (e.g., the Transaction Code) are entered.

Figure 3 - Warning message

The screenshot shows a warning message dialog box titled "Windows Internet Explorer". The message says: "There are unsaved Disbursement updates. Okay to continue and lose changes or Cancel to return to Disbursement." There are "OK" and "Cancel" buttons. In the background, the software interface is visible, showing tabs for "Attachments", "Distribute", "Approval", "Multi Proc", and "Reports". The "Distribute" tab is active. Below the tabs, there are fields for "Invoice Date", "Payment Date", "Account #", and "Vendor". The "Payment Date" field is highlighted. At the bottom, there are buttons for "Distribution" and "Undo Updates", and a "Template" dropdown with a "Template Amt 0.00" field and an "Apply" button.

5. If needed, you can search for ('look up') certain fiscal codes. These fiscal codes, when used, will also automatically populate other related fiscal codes.
 - a. To look up or search for a fiscal code, choose a field marked with an asterisk, place the cursor in the field, and press F3. See the [Validation/Look Up section](#) for an example.
 - b. For fiscal code fields marked with an asterisk (except for the **TC** field as noted above), the application will validate the codes and will also automatically enter any other related fiscal codes. See [the Validation/Look Up section](#) below. Error messages will be displayed if a fiscal code is not valid.
 - c. You can change the **Invoice Description** field and this will be the description that is printed on the remittance advice to the vendor. However this will not update the **Invoice Description** on the **Invoice** screen in Payment Services.
6. To create additional rows and continue with distributing the invoice costs, click **Add Row** or **Dup** – see the [Distributing Costs](#) section for more details.

NOTE: The balances of the Encumbrance funds for encumbered invoices or the Cash Control file for cash balances will be displayed below the distribution grid.

Figure 4 – Fund/Cash balance

Ref Doc*	Sfx	BFY	Amt	Mod	Invoice Description	PCA*	Index*	TC
Del Dup g4501211	00	2001	475.22		test encumbrance	45208	1000	

Document	BFY	Amount	Fund Dtl	Grant	Phs	Amount
G4501211	2001	\$7000.00	0348	45LW00	???	

7. Click **Save & Continue** or **Save & Clear**. NOTE: If you are entering several rows of distribution, click **Save & Continue** often. If you enter several rows, but do not save your work and the application displays a warning (e.g., you do not enter a Transaction Code and click on another tab) or if you log off, it is likely that none of your work will be saved.
 - **Save & Continue** saves the data you have entered and keeps it displayed on screen. To continue to another invoice to distribute costs for and you can use the invoice look up to find them (see below).
 - **Save & Clear** will save the data you have entered, close the **Distribute** screen, and then automatically open the **Invoice** screen. Use this if you are distributing cost for only one invoice and need to return to the **Invoice** screen.

Figure 5 - Save the fiscal coding

TC*	R	Encumb*	Sfx	BFY	Amt	Mod	Invoice Description	PCA*	Index*	ExpSub*	Dtl	RevSub*	Dtl	Grant*	Ph
Del Dup 200				2008	50.00		PRINTER PAPER	01016	1000						
Del Dup 200				2008	50.00		PRINTER PAPER	01016	1000						

Fund Dtl	Grant	Phs	Amount
0290			\$296713.68

☒ Perform STARS Lookup

Costs Distributed by

8. After the fiscal coding/cost distribution is saved, it must be marked as complete to be ready for approval on the **Approve** or **Multi Proc** screen. This can be done on several different screens depending on your agency's process:
 - a. On the **Distribute** screen, click **Distribute Cost Complete**.
 - b. On the **Approval** screen, click **Cost Disb. Complete**.
 - c. On the **Multi Proc** screen, select the check box in the **Dist** column and click one of the **Save** buttons.

Any data entry errors will generate an error message and will be highlighted on the distribution grid for you to correct. Once distribution is complete, fiscal coding cannot be changed unless unapproved by an approver.

TO SEARCH FOR OR VALIDATE A FISCAL CODE

Any fiscal code field marked with an asterisk can perform validations or lookups. (NOTE: Currently the SCO Web applications will not look up a vendor type "E" or "I" for security purposes. If you know the Vendor #, enter it into the **Vendor #** field and the application should accept it.)

To search for a fiscal code:

1. Place the cursor in the field and press F3.
2. In the look up dialog box, enter any combination of search criteria (Name, Description, Type, PCA or Index, or whatever is applicable to the fiscal code). You can enter just the first few numbers or letters or use the wildcard (%).
3. Click **Find**. Click the fiscal code you want to use. The code will be entered on the distribution grid and any related fiscal codes will also be entered automatically.

Figure 6- Example of an Index lookup dialog box

The screenshot shows a web application interface with a distribution grid on the left and an index lookup dialog box on the right. The dialog box has a search criteria field containing 'group positions' and a 'Find' button. Below the buttons is a table of results with columns 'Index', 'Description', and 'BFY'. The table contains three rows of data: Index 1010, Description GROUP POSITIONS, and BFY 2004, 2005, and 2006. A red arrow points from the 'Index' field in the distribution grid to the 'Index' field in the dialog box.

Index	Description	BFY
1010	GROUP POSITIONS	2004
1010	GROUP POSITIONS	2005
1010	GROUP POSITIONS	2006

You can sort the list of fiscal codes that are found by clicking the column headers. In the example above, you could click **Description** to sort the descriptions alphabetically or **Index** to sort the index numbers numerically.

To validate a fiscal code:

1. Enter a value into a field marked with an asterisk on the distribution grid. (See the Index look up example below.)
2. Press TAB to move to the next field or click into another field.

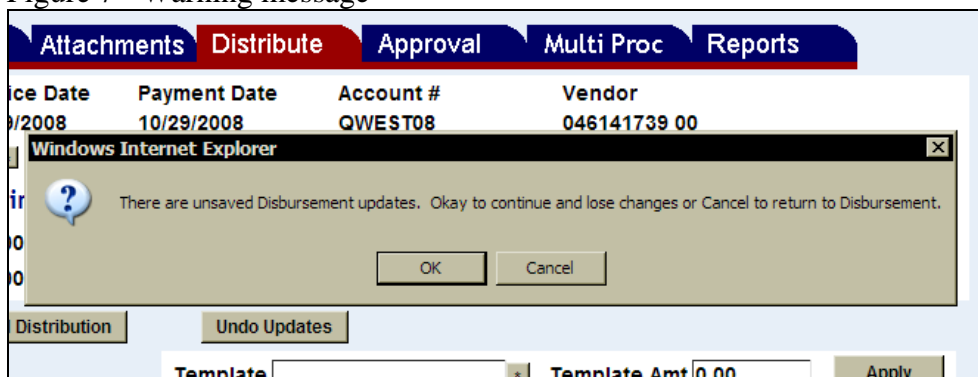
3. If the fiscal code is valid, other fiscal codes related to the validated code will be automatically filled in. (To validate **Grant** or **Project**, you must include the **Grant Phase** or **Project Phase** as well.)
4. Click **Distribute Cost Complete** and a final validation will be performed to make sure all required codes have been entered.
5. Error messages will be displayed if a fiscal code is not valid.

TO DISTRIBUTE COSTS

Distributing costs by adding additional rows and entering different individual amounts and fiscal codes on each row. The first time an invoice is opened on the **Distribute** screen, the total amount is displayed on one row of the distribution grid. If you are importing a Purchase Order from the Purchasing applications, [click here for instructions](#).

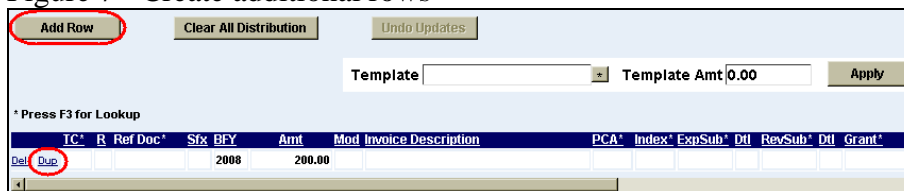
NOTE: If you are entering several rows of distribution, click **Save & Continue** often. If you enter several rows, but do not save your work and the application displays a warning (e.g., you do not enter a Transaction Code and click on another tab) or if you log off, it is likely that none of your work will be saved. If you see a warning message that tells you there are unsaved disbursement updates, click **Cancel** and be sure any required fiscal codes (e.g., the Transaction Code) are entered.

Figure 7 - Warning message



1. The best practice is to first change the amount (**Amt**) in the first row and enter the transaction code (**TC**) and whatever fiscal coding you need. Then when creating additional rows the application will calculate the remaining balance in the **Amt** field on the row that you create.
2. Create additional rows by clicking **Add Row** or by clicking **Dup** next to the first row (and any subsequent row).

Figure 7 - Create additional rows



- Click **Add Row** *after* changing the amount on the first line and another row will be created with the *remaining balance* of the invoice in the **Amt** field and the **Invoice Description** field populated from the first row.
- Click **Add Row** *without* changing the amount or fiscal codes in the first row and another row will be created with an amount (**Amt**) of 0.00 and the **Invoice Description** field populated from the first row.
- Click **Dup** *after* changing the amount on the first line and adding fiscal codes, and a duplicate of the row, including the fiscal codes, will be created and with the *remaining balance* of the invoice in the **Amt** field.
- Click **Dup** *without* changing the amount a duplicate of the row, including any fiscal codes, will be created with an amount (**Amt**) of 0.00.

If you don't change the amount first, you have to calculate and enter the first and second amounts. However, any subsequent rows created will have the remaining balance calculated.

Figure 8 - Amount balance

TC	R	Ref Doc	Sfx	BEY	Amt	Mod	Invoice Description	PCA	Index	ExpSub	Dtl	RevSub	Dtl	Grant	Ph	Proj
Del	Due			2008	120.00											
Del	Due			2008	88.00											

3. Complete the fiscal coding in the distribution grid as described above in the Entering Fiscal Codes section.
4. When finished, save your work by clicking **Save & Continue** or **Save & Clear**.
 - **Save & Continue** saves the data you have entered and keeps it displayed on screen. Use this if there are several invoices to distribute costs for and you can use the invoice look up to find them (see below).
 - **Save & Clear** will save the data you have entered, close the **Distribute** screen, and then open the **Invoice** screen. Use this if you are distributing cost for only one invoice and need to return to the **Invoice** screen.
5. After the distribution is saved it must be marked as complete to be ready for approval on the **Approve** or **Multi Proc** screen. This can be done on different Payment Services screens depending on your agency's process:
 - Click **Distribute Cost Complete** on the **Distribute** screen.
 - Click **Cost Disb. Complete** on the **Approval** screen and save.
 - Select the check box in the **Dist** column of the **Multi Proc** screen and save.

NOTE: Once distribution is complete, it cannot be changed unless unapproved by an approver. You can save your work on the **Distribute** screen if you need to log off the application and come back to it later. To do this, click either of the "Save" buttons, but if you click **Save & Continue**, do not click **Cost Distribution Complete**.

E-MAIL NOTIFICATIONS

If e-mail functionality is enabled by your administrator, an e-mail dialog box will appear when the cost distribution is completed.

Figure 9 - E-mail notification

TO SEND AN E-MAIL NOTIFICATION

1. Highlight the recipient's name. Hold down CTRL and click the left mouse button to highlight multiple names.
2. Type a comment if desired.
3. Click **Send** or **Queue**.
 - **Send** will send the e-mail immediately.
 - **Queue** will save e-mail messages in a queue. See below.
4. After sending or queuing, a verification message will appear. Click **OK** and then click **X** in the corner of the e-mail dialog box to close.

TO SEND E-MAIL NOTIFICATIONS FROM THE QUEUE

When queued, *multiple* e-mail messages are saved for the same recipients, but when sent from the queue, only *one* e-mail notification will be sent to each recipient. If you do not open the queue to send the queued e-mails, the application will send them automatically at the end of the day.

To send e-mails that are in the queue right away, do the following:

1. Click **E-mail** on the top menu bar.

Figure 10- E-mail queue menu

2. In the e-mail queue dialogue box, all recipients are selected. Uncheck the check box in the **Send** column next to a person's name if you do not want to send them an email. However, any unsent e-mails in the queue will be sent automatically at the end of business day.
3. Click **Edit** next to an invoice/name to change the recipient of that invoice message. Note: This will clear all of the check marks for all recipients.
4. Select a different recipient's name from the **Email To** menu.

Figure 11 – Editing the E-mail queue

Send	Invoice #	Email To	Comments
<input type="checkbox"/>	951	DAN GREITZER	please review this
<input type="checkbox"/>	951	MERIDETH HACKNEY	please review this
<input type="checkbox"/>	951	PATTI EVERILL	please review this
<input type="checkbox"/>	951	TU ANH BOCKENSTETTE	please review this
<input type="checkbox"/>	987654	DAN GREITZER	
<input type="checkbox"/>	987654	CAROL BILBAO	
<input type="checkbox"/>	987654	TU ANH BOCKENSTETTE	
<input type="checkbox"/>	987654	JAMES H CARTER	
<input type="checkbox"/>	987654	PATTI EVERILL	
<input type="checkbox"/>	987654	R STEVEN FALTER	
<input type="checkbox"/>	987654	DAN GREITZER	
<input type="checkbox"/>	987654	MERIDETH HACKNEY	

5. Type a **Comment** if desired.
6. Click **Update** to save the change. (Click **Cancel** to cancel the change.)
7. To prevent a recipient from receiving an e-mail, click **Delete** next to the invoice(s) invoice and recipient.
8. Select **Check All** if necessary. (You could select **Check All** and uncheck individual boxes in the **Send** column to not send e-mails for certain invoices and recipients.)
9. Click **Send** to send all selected e-mails from the queue.

TO SEARCH FOR AN INVOICE USING THE INVOICE LOOK UP

After you have finished distributing the cost for an invoice, you can open another invoice without having to go back to the **Status** screen (if you used **Save & Continue** to save the fiscal coding/distribution).

1. Click **Save & Continue** on the first invoice before opening the next one.
2. Click the asterisk next to **Invoice #** in the details section of the **Distribute** screen.

Figure 12 - Invoice look up asterisk

Invoice # *	Invoice Date	Payment Date	Account #	Vendor
997654	6/7/2006	6/7/2006		930587431 00
Doc #:	PO #:	Group:		INTERPATH LABORATORY INC.
				P. O. BOX 1208
				PENDLETON, OR 97801
Status: Awaiting Cost Distribution				
Total Amt:	\$525.00	Inv Desc: Tests		
Distributed Amt:	\$0.00	Comments: Lab tests		

3. In the **Invoice Look Up** dialog box, enter any combination of search criteria (vendor name, city, account number, etc.), even partial words or names.
4. Click **Find**.

Figure 13 - Invoice look up

Date	Invoice #	Vendor Name	Business
Select 3/2/2006	1126232	IDAHO POWER COMPANY	ATTN CORPORATE CASHIER

5. Click the **Select** for the invoice you want.
6. The **Distribute** screen will open with the invoice details and distribution grid.

PAYMENT SERVICES USER MANUAL

USING A TEMPLATE FOR FISCAL CODING AND COST DISTRIBUTION

INTRODUCTION

Instead of manually entering fiscal codes, you can create and save a cost distribution template and apply it invoices. A template is a preset distribution based on dollar amounts or on percentages and can have as much fiscal coding entered as desired.

Templates are created by the agency's users who have been given **Template Maintenance** access by the Payment Services administrator. See the [Fiscal Coding/Cost Distribution Templates](#) documentation for more information.

Generally, a template is used for invoices that are distributed the same way each time, i.e., regularly billed invoices such as utilities, rent, or telephone invoices.

TO APPLY A TEMPLATE ON THE DISTRIBUTE SCREEN

1. Type the exact name (case insensitive) of the template in the **Template** field or click the asterisk to look up a template. (If you don't know the exact name, use the template lookup - see the [Finding a Template](#) section below.)
2. In the **Template Amt** field, enter all or part of the total invoice amount that you want the template applied to.

Figure 2 - Template Amount

The screenshot shows the 'Distribute' screen with the following elements:

- Buttons: Add Row, Clear All Distribution, Undo Updates
- Template field: Administrative O/H
- Template Amt field: 500.00
- Apply button (highlighted with a red dashed box)
- Grid header: * Press F3 for Lookup
- Grid columns: IC*, R, Encumb*, Sfx, BFY, Amt, Mod, Invoice Description, Index*, PCA*, ExpSub*, Dtl, RevSub*, Dtl, Grant*
- Grid data row: 2008, 500.00, Desk

3. Click **Apply** and the distribution will be applied to the invoice on the **Distribute** screen.
4. Click **Del** next to the original (first) row in the distribution grid to delete it, because all template rows are simply added to the distribution grid. (You could delete this row before applying the template if so desired.)

Figure 1 - Original row and template rows

TC*	R	Ref Doc*	Sfx	BFY	Amt	Mod	Invoice Description	Index*	PCA*	ExpSub*	Dtl	RevSub*
Del	Dup			2008	500.00		DESK					
Del	Dup	230		2008	70.00		REPORTING&REVIEW	2802	01020	5240		
Del	Dup	230		2008	165.00		SYSTEMS	2602	01020	5240		
Del	Dup	230		2008	75.00		OPERATIONS	2702	01020	5240		
Del	Dup	230		2008	125.00		CUSTOMERRESOURCE	2902	01020	5240		
Del	Dup	230		2008	25.00		DESK	5000	03099	5240		
Del	Dup	230		2008	40.00		DESK	4901	02040	5240		

Even after applying a template, the cost distribution can be modified to suit particular circumstances. Thus you could use a template that is close to how the costs should be distributed for a particular item, and then change amounts and fiscal coding as needed.

TO FIND AND APPLY A TEMPLATE USING THE LOOK UP

On the **Distribute** screen, you can search for a saved template and apply it to an invoice. This will automatically create the distribution rows and amounts based on the template and the invoice amount.

1. Click the asterisk next to **Template**.
2. In the **Template Look Up** dialog box, enter the name, description, select the type, or use any combination of search criteria. (Leave the search criteria blank to see all templates for your agency.)
3. Select **Show Details** to see the distribution details of the template (see below).
4. Click **Find**.
5. Click **Select** and the template's distribution will be applied to the invoice distribution grid.

Figure 2 - Template look up

Template Look Up

Name:

Type: ☐ Amount ☐ Percent ☐ Blank

PCA: Index:

Desc:

*Input search criteria
Use "%" for wildcards

☒ Show Details

Name	Type	Amount	Percent	PCA	Index	Sub	Dtl
Select CELL PHONE	Percent	\$0.00	2.00	2602	5033		
Select COMPUTER HARDWARE	Percent	\$0.00	25.00	01020	2602	5240	
Select Lab Tests	Percent	\$0.00	65.00	01020	2602		
Select Lab Tests	Percent	\$0.00	15.00	01020	2602		
Select Lab Tests	Percent	\$0.00	20.00	01020	2602		

With **Show Details** selected, the details for one template will be displayed on multiple rows in the look up dialogue box. It will appear as if there are several templates with the same name but different distribution details.

For instance, in the example above it looks as if there are three templates named “Lab Tests”, each with different percentages. But actually there is one template with distribution by three percentages.